

	OPTOI S.r.l.	ITD
	INFORMATION ON PERSONAL DATA PROCESSING	Rev. 0 QI.007.10.2018

INFORMATION ON PERSONAL DATA PURSUANT TO ART. 13 GDPR 679/2016

Pursuant to art. 13 of the GDPR (EU Regulation 2016/679), the following information is provided, in line with the principle of transparency, in order to make data subjects aware of the characteristics and methods of data processing.

Identity and contact data

We inform you that the "Data Controller" is: Optoi S.r.l., with headquarters in via Vienna, 8 - 38121 Trento (TN), tel. 0461 991121, mail privacy@optoi.com, PEC optoi@pec.optoi.com

How the Controller collects and process your data

The Controller may collect and/or receive personal information such as: name, surname, tax code, physical and telematic address, land line and/or mobile number, bank details. These are required by the Controller to execute the contract and perform all its obligations laid down by the law and the Regulation which the Controller shall respect on the basis of the activity carried out. The communication of your personal data takes place mainly towards third parties and/or recipients whose activity is necessary for the proper performance of the activities or to improve the products/services that the controller offers you, and also to answer to specific legal obligations. Any communication that does not respond to these purposes will be submitted to your consent.

Your data (such as name, surname, address, telephone number, land line and/or mobile number) may also be processed for business promotion purposes, for market survey and research with regards to products and services that the Controller offers only if you authorise processing and/or if you do not object to this.

Purposes of processing

The processing of personal data is made under the conditions of lawfulness ex art. 6 Reg. UE 2016/679 for the following purposes:

1) management of the contractual relationship and the consequent regulatory compliance

The processing of your personal data takes place to start the preliminary activities and consequent to the signing of the contract such as any related obligation (e.g. design and production of sensors and microelectronic components, etc.), invoicing and payment management, the processing of complaint and/or reports. Personal data and contact details will also be used to fulfil your requests and to answer your questions.

2) Communication towards third parties and recipients

The processing of your personal data takes place depending on the contract and on the obligations, including legal and/or regulatory ones, deriving from it.

Your data will be communicated to third parties when:

- a) You give permission;
- b) the communication is necessary to comply with the obligations related to contract and rules governing the same (e.g. defence of its rights, report to supervisory authorities, etc.);

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- c) the communication takes place in relation to accountancy firms; audit and certification of financial statements; survey and quality certification companies; banking institutions for the management of receipts and payments; companies and law firms for the protection of contractual rights and/or dealing with credit recovery; data processing and IT service companies (eg. web hosting, data entry, management and maintenance of infrastructures and IT services, etc.);

3) for business promotion activity

The processing of your personal data takes place to propose additional products and services to those already purchased, improved or more suited to your needs and to send you promotional material. The processing shall only be possible if you authorise the processing and/or if you do not object to this.

Legal basis and legitimate interest

The legal basis of processing with regard to the first two issues is the willingness to implement the contract; with regard to the third point, your consent.

The personal data are processed lawfully, where the processing:

- is necessary for the execution of a contract of which you are a party of or the execution precontractual measures taken on request;
- is necessary to fulfil a legal obligation;
- is based on freely expressed consent.

Methods of data processing

The processing consists in operations of collection, registration, organization, preservation, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of your data. The operations are carried out with IT tools and in paper form. The processing is carried out by the Controller and/or by authorized personnel.

Recipients and possible other categories of personal data recipients

Your data is processed within the facility by individuals authorized to process the data under the controller responsibility for the purposes above mentioned.

The data in question will not be disclosed, while they will be or may be communicated to public or private subjects operating within the aforementioned purposes.

Moreover, the same shall or may be communicated if necessary Boards or Institutions that are responsible for single aspects of the existing relationship (by way of example but not limited to: Revenue Agency, Financial Administration Offices, etc). Moreover, where appropriate they will be communicated to other subjects that cooperate with our organisation (for example: Consultants, Technicians, Companies of the Entrepreneurial Group, Employment Consultants, Accountants, Lawyers, etc.).

Finally, your data may be disclosed to banking institutions for the management of proceeds and payments deriving from the execution of contracts, factoring companies, credit recovery companies, credit insurance companies; post offices, forwarding agents and carriers for sending documentation and/or materials.

All communications will take place in accordance with the law and, in particular, will be strictly connected to the purposes set out above.

Data transfer to third country

The controller shall not transfer data to a third country or to an international organization unless in the presence of a decision of adequacy of the commission.

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How and how long will your data be stored for

The data processing that concerns you takes place through means and tools both electronic and manual available to the individuals operating under the authority of the controller that are authorized and trained for that purpose. The paper files and, above all, electronic files where your data are stored are protected by efficient security measures, and suitable to contrast the violation risks considered by the controller. The controller makes periodical and constant checks of the adopted measures, especially for the electronic and telematic tools as a guarantee of personal data privacy processed, filed and stored, especially if belonging to special categories.

The personal data are stored for the necessary time to the end of the activities that have to do with the contract management with the Contractor and for the fulfilment of related, also legal obligations.

The data processing is carried out through paper supports or IT procedures by internally authorized and trained persons. They are allowed access to your personal data to the extent and within the limits in which it is necessary for the performance of processing activities concerning you.

The controller periodically checks the instruments by which your data are processed and the security measures envisaged for them which the controller constantly updates. He shall check, also using authorized personnel to processing, that no personal data are collected, processed, filed or stored for which processing is not necessary; check that the data are kept with the guarantee of integrity and authenticity and their use for the purposes of the processing actually performed.

The personal data processed by the controller are kept for the time necessary to complete the activities related to the management of the contract with the controller and up to ten years after its conclusion (pursuant to article 2946 cc.) or when the rights that depend on it can be asserted (pursuant article 2935 c.c.); as well as for the fulfilment of the obligations (e.g. tax and accounting ones) that remain even after the conclusion of the contract (article 2220 c.c.), for which the controller must keep only the data necessary for their prosecution. Without prejudice to cases in which the rights deriving from the contract are to be asserted in court, in which case the data, only those necessary for such purposes, will be processed for the time necessary for their pursuit.

For activities that have not given rise to contractual obligations, the data controller has the right to keep your personal data for a period of up to 48 months from the last activity with which you showed interest (example: request for estimates, request for information and registration). For personal research purposes your data will be kept for a maximum period of 24 months.

Rights on the data

It is specified that, with reference to your own personal data, the interested party can exercise the following rights:

- ask the controller to access your personal data and information about them; correction of inaccurate data or the integration of incomplete data; the cancellation of personal data concerning you (upon the occurrence of one of the conditions specified in article 17, paragraph I of EU Regulation 679/16 and in compliance with the exceptions provided for in paragraph 3 of the same article); the limitation of the processing of your personal data (on the use of one of the assumptions indicated in Article 18, paragraph I of EU Regulation 679/16);
- request and obtain from the controller - in the cases in which the legal basis of the processing is the contract or the consent, and the same is done by automated means - your personal data in a structured format and legible by automatic device, in order to communicate such data to another data controller (the right to the portability of personal data);
- oppose at any time the processing of your personal data to the occurrence of particular situations that concern you;

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- withdraw consent at any time, limited to the cases in which the processing is based on your consent for one or more specific purposes and concerning common personal data (for example date and place of birth or place of residence), or particular categories of data (for example, data revealing your racial origin, your political opinions, your religious convictions, your state of health or sexual life). The processing based on consent and carried out prior to the revocation of the same, preserves, anyways, its lawfulness;
- propose a complaint to a supervisory authority (Authority acting as a guarantor for the protection of personal data - www.garanteprivacy.it).

It is informed that when data processing is based on Article 6, paragraph 1, letter a), or on article 9, paragraph 2, letter a) of EU regulation 2016/679, the interested party has the right to withdraw consent at any time without compromising the lawfulness of the processing based on consent before revocation. Regarding the methods of exercising the aforementioned rights, the interested party may write to: privacy@optoi.com.

Different purpose of processing

If the data controller intends to further process your personal data for a different purpose than that for which they were collected, prior to such further processing, the data controller will provide you with information on this different purpose and any additional relevant information.

Profiling

The controller does not use automated processes aimed at profiling.